



[www.igis.gov.au](http://www.igis.gov.au)

## Personal Assistant to the Inspector-General of Intelligence and Security

APS4 (OIGIS Band 2)

\$57,673 - \$62,750 (plus a \$1000 allowance)

### ENVIRONMENT

The Inspector-General of Intelligence and Security (IGIS) is an independent statutory position established under the *Inspector-General of Intelligence and Security Act 1986* which oversees the six Australian intelligence and security agencies to ensure that they act legally and with propriety.

We are looking for a motivated and committed person with strong interpersonal and team skills to join our small team in the provision of independent assurance to the Australian government, senior Ministers and the Parliament in respect of the conduct of the agencies.

### DUTIES

The successful applicant will be expected to:

- provide high level administrative support to the IGIS by managing an executive diary, making arrangements for visitors and meetings, taking incoming calls, drafting correspondence and having expertise in a range of computer-based applications.
- undertake administrative and coordination tasks including:
  - arranging travel
  - simple procurement
  - coding and payment of accounts
  - mail administration
  - maintaining record keeping systems, and
  - coordinating the provision of ICT services to the Office.
- support the broader business of the Office through such activities as:
  - handling complaints from members of the public, and
  - undertaking other projects and activities as directed.

### SELECTION CRITERIA

#### Criterion 1 – Supports strategic direction

- Skills and experience relevant to this criterion include being able to: think and plan ahead; understand corporate priorities; identify and implement improved work practices; and anticipate issues/problems which may impact on their work.

### **Criterion 2 – Achieves results**

- Skills and experience relevant to this criterion include being able to: establish task plans with measurable milestones; respond in a positive and flexible manner to change; share information with others; and ensure deadlines are met.

### **Criterion 3 - Supports productive working relationships**

- Skills and experience relevant to this criterion include being able to: provide courteous, prompt and professional service to customers; actively listen to colleagues; support team members; and work collaboratively.

### **Criterion 4 - Displays personal drive and integrity**

- Skills and experience relevant to this criterion include being able to: take personal responsibility for the accurate and timely completion of work; use initiative, judgement and common sense; and adhere to the behaviours required by the APS Values and APS Code of Conduct.

### **Criterion 5 - Communicates with influence**

- Skills and experience relevant to this criterion include being able to: present information in a clear, concise and articulate manner - both orally and in writing; identify other people's expectations and concerns; and discuss issues credibly and thoughtfully.

The above criteria are based on the Australian Public Service Integrated Leadership System (ILS). More information about the ILS may be found at <http://www.apsc.gov.au/ils/index.html>

## **MANDATORY JOB REQUIREMENTS**

**Security Assessment:** The duties of the position require a national security clearance. The preferred applicant will be required to undergo a personal security assessment to the level of Top Secret (PV). Applicants must be Australian citizens and have a checkable background for at least the last 10 years.

## **HOW TO APPLY**

- Further information about the Office of the IGIS can be obtained from our website <http://www.igis.gov.au>.
- All applications must be sent by email to [info@igis.gov.au](mailto:info@igis.gov.au) by 11.30 pm (Australian Eastern Standard Time - AEST) on **Thursday 2 September 2010**. No late applications will be accepted.
- If you cannot access the internet, please call 02 6271 5024 during business hours to arrange an alternate method of application.
- Hearing or speech impaired applicants are invited to use the Department of the Prime Minister and Cabinet's TTY number 02 6271 5610 to obtain documentation.
- Further information can be obtained from the contact officer, Ms Sharon Dean on 02 6271 5024

## **NOTES**

1. The position is based in Canberra, ACT
2. The position may be filled on application and referee reports only.
3. The actual remuneration package will be determined commensurate with demonstrated experience, expertise and skills of a successful candidate.

4. The Australian Government is committed to increasing the representation of Aboriginal and Torres Strait Islander peoples in the Australian Public Service workforce, both in mainstream and Indigenous areas. Indigenous Australians are encouraged to apply for this position.